

COUNTY COUNCIL  
OF  
HARFORD COUNTY, MARYLAND

1973 Legislative Session, Legislative Day No. 73-27 - September 11, 1973

Bill No. 73-50 (As Amended)

Introduced by Mr. O'Neill at the request of the County Executive

~~AN ACT~~

AN EMERGENCY ACT

to add new Section 201A to the Code of Public Local Laws of Harford County to follow immediately after Section 201 thereof, to be under the title, "Classified Service", providing for rules and regulations governing classified employees in Harford County, Maryland; and generally relating thereto.

By the Council September 11, 1973

Introduced, read first time, ordered posted and public hearing scheduled on  
October 25 1973, at 7:30 P.M. in the  
Council Hearing Room, Bel Air, Maryland.

By order, , Secretary

PUBLIC HEARING

Having been posted and Notice of time and place of hearing

1 Section 1. Be It Enacted by the County Council of Harford County,  
2 Maryland, that new Section 201A, to be under the subtitle,  
3 "Classified Service", be, and it is hereby, added to the Code of  
4 Public Local Laws of Harford County to follow immediately after  
5 Section 201 thereof and to read as follows:  
6 201A. Classified Service.

7 (a) Position Classification Plan

8 (1) Definition

9 (i) Position - is a group of duties and  
10 responsibilities to be performed by an employee. A position may  
11 be occupied or vacant.

12 (ii) Position Description - is a written  
13 explanation of one (1) position or of several very similar  
14 positions which always includes a title, a general definition of  
15 responsibilities, a list of typical duties, and the minimum  
16 qualifications.

17 (iii) Position Classification - the grade and  
18 pay plan applicable to any position in connection with title,  
19 working or office titles may be used for purposes of internal  
20 administration.

21 (2) Administration

22 (i) The Personnel Officer shall be responsible  
23 for the administration of the approved Position Classification  
24 Plan.

25 (ii) If an approved classification does not  
26 exist, the Personnel Officer shall recommend to the Personnel  
27 Advisory Board the establishment of a new classification for  
28 their approval, adoption and inclusion in the Position  
29 Classification Plan.

1 (iv) Any changes or additions to the Position  
2 Classification Plan shall become effective only after approved  
3 by the County Council.

4 (3) Maintenance of Plan

5 (i) The Personnel Officer may require  
6 department heads to complete and submit position questionnaires  
7 on an annual basis or sooner if needed.

8 (ii) The original official copy of all positions  
9 in the Position Classification Plan will be maintained in the  
10 office of the Personnel Officer.

11 (b) Compensation Plan

12 (1) Employee Status

13 (i) All new employees shall be subject to a  
14 six (6) month probationary period, except all law enforcement  
15 and detention center personnel who shall be subject to two (2)  
16 years probation. Once a probationary period has been satisfied,  
17 the employee will not be required to serve any further pro-  
18 bationary period except any period established for disciplinary  
19 reasons.

20 (ii) A probationary status classified employee  
21 shall be retained beyond the end of his or her probationary  
22 period and granted a permanent Civil Service status after six  
23 (6) months of probation if the department head concerned  
24 certifies that the performance of the probationary employee is  
25 satisfactory and recommends to the Personnel Officer that the  
26 employee be given permanent status.

27 (iii) Entrance level position (laborer)  
28 probationary period shall be only three (3) months.

29 (2) New Appointees and Reinstated Employees

1 commensurate with his experience and years of service with the  
2 County before separation.

3 (iii) Exceptions to ~~the~~ (i) AND (ii) above ~~rule~~  
4 may be granted with the prior approval of the Personnel Officer  
5 and the County Executive.

6 (3) Demotions

7 A demotion is the movement of an employee from  
8 his present position to a lower position with or without a  
9 decrease in compensation.

10 (4) Transfers

11 A transfer is the movement of an employee from  
12 his present position to a comparable position with or without  
13 an increase in compensation.

14 (5) Part-Time Employees

15 An employee hired on a regular basis but whose  
16 hours of work are less than that of a full-time employee.

17 (6) Overtime

18 (i) Hourly employees will be paid one and one-  
19 half ( $1\frac{1}{2}$ ) times their hourly rate for all required overtime  
20 worked in excess of eight (8) hours per day or forty (40) hours  
21 per week.

22 (ii) Inspection forces required to work the  
23 same hours as contractors shall accumulate overtime worked in  
24 excess of eight (8) hours worked per day or forty (40) hours  
25 worked per week on an hour for hour basis and such accumulated  
26 hours shall be granted as compensatory time off at a time  
27 convenient to the work schedule, but not later than ~~between~~  
28 ~~December 15 to~~ February 28 of the next year.

29 (iii) Law enforcement employees will be paid

1 cases of emergency all overtime must be authorized in advance  
2 by the department head.

3 (7) Compensatory Time

4 All annual salaried employees may be required  
5 to perform overtime work. At the discretion of the department  
6 head, they may be granted compensatory time.

7 (8) Interpretation

8 The Personnel Officer shall be responsible for  
9 interpreting the application of the plan to pay problems which  
10 are not specifically covered by these Rules and Regulations  
11 using the principles expressed herein as a policy guide.

12 (9) In-Grade Pay Increase

13 In-grade pay increases for all permanent  
14 classified employees will be awarded by the Personnel Advisory  
15 Board only when a satisfactory or better overall performance  
16 rating has been recorded by the employee's department head.

17 (10) Waiting Time

18 Any person hired, re-engaged or promoted be-  
19 tween the dates of January 1 and June 30, inclusive may receive  
20 his annual in-grade increase as of January 1 next following his  
21 entrance or promotion and subsequent increase in that classifi-  
22 cation shall be paid annually on January 1. Any person hired,  
23 re-engaged or promoted between the dates of July and December 31,  
24 inclusive may receive his annual in-grade increase as of July 1  
25 next following his entrance or promotion and subsequent increase  
26 in that classification shall be paid annually on July 1. Periods  
27 of absence while on leave without pay will not be included in  
28 computing waiting time.

29 (11) Maintenance of Pay Plan

(12) Adoption and Amendments of Compensation Plan

The Personnel Advisory Board will review all data presented by the Personnel Officer and develop all additional information necessary to make a recommendation to the County Council. When approved by the County Council, such plan shall constitute the County's Pay Plan for positions in the classified service until a new Pay Plan shall be adopted in the same prescribed manner. A Pay Plan will not be modified or changed without the approval of the County Council.

(13) Call-In Pay

(i) Any hourly employee called on duty to do emergency work will be paid at the regular rate for the actual time worked, but in no event shall less than four (4) hours straight time be paid for the first call-in.

(ii) If the hours worked during such call-in, in addition to the hours worked by him during the balance of his workday, exceed eight (8) hours in aggregate total for the workday, he shall be paid according to Paragraph (i) above or subsection (6) (i), whichever will net him the most compensation.

(iii) Call-in time provision will not apply if an employee is notified at least twelve (12) hours before his new established starting time. An employee shall receive the benefits of the call-in pay for the first call-in only, ~~for~~ FOR subsequent call-ins, time actually worked will be paid at the rate established for overtime (time and one-half) in any twenty-four (24) hour period.

(iv) A regular scheduled holiday will be considered as a workday.

(v) Any natural phenomenon (snow, sleet, or

1 (c) Applications and Examinations

2 (1) Announcements for Vacant Positions

3 Announcements for all vacant positions in the  
4 Classified Service System shall be published and posted on bulletin boards in all departments and in such other places as the  
5 Personnel Officer deems advisable. Announcements shall specify  
6 the title, grade, and salary range; minimum requirements for the  
7 position; time, place, and manner of making application; and  
8 other pertinent information. Vacancy notices shall be posted for  
9 five (5) calendar days on department bulletin boards and/or  
10 ten (10) calendar days in public media if required.

12 (2) Application for Employment

13 (i) Applications for employment shall be  
14 accepted at any time, whether or not a vacancy has been announced.

15 (ii) A standard application form, approved by the  
16 Personnel Advisory Board, shall be used for all applications for  
17 employment.

18 (iii) Qualified applications and eligibility  
19 lists shall be maintained for at least one (1) year.

20 (iv) All applicants, for positions in the  
21 Classified Service System, may be required to take an aptitude  
22 and/or performance test to determine their position on an  
23 eligibility list. Scope and composition of such tests shall be  
24 determined by the Personnel Officer and shall be approved by  
25 the Personnel Advisory Board.

26 (v) Medical examinations may be required for  
27 all new employees. Positions requiring medical examination  
28 shall be determined by the Personnel Officer.

29 (3) Promotional Examinations

1 (ii) If all test scores and/or qualifications are  
2 equal, seniority will prevail.

3 (4) Notice of Rating

4 Each applicant will receive a written notice  
5 of rating whether eligible or ineligible. If ineligible, such  
6 notice will include the reasons for ineligibility.

7 (d) Appointments, Promotions and Transfers

8 (1) APPOINTMENTS

9 (i) Applicants who qualify for employment or  
10 reemployment shall be placed on the appropriate eligibility list.  
11 When an appointment is to be made to a vacancy, the Personnel  
12 Officer shall determine the person or persons ranked highest on the  
13 eligibility list who have indicated a willingness to accept employ-  
14 ment. The decision of the department head concerned as to the  
15 employment of any applicant shall be approved by the ~~Personnel~~  
16 ~~Officer~~ COUNTY EXECUTIVE.

17 (ii) Vacancies in classified service positions  
18 will first be filled by promotion or transfer of eligible employees  
19 within the classification service system. Promotions and transfers  
20 shall be on a competitive basis. Promotions and transfers shall  
21 be based on consideration of the applicant's qualifications,  
22 competitive aptitude and/or performance test (if one is given).

23 Under no circumstance may any person hold  
24 two (2) or more positions under the Classified System.

25 (2) Promotions

26 A promotion is the movement of an employee from  
27 his present position to a higher position.

28 (3) Transfers

29 A transfer is the movement of an employee from



1 the County Council or an existing position is vacant, the  
2 Personnel Officer shall provide the department head with an  
3 eligibility list for the position.

4 (5) Temporary Appointments

5 Temporary positions shall be filled by the  
6 procedures defined in (c) (1), Announcements for Vacant Positions,  
7 except for appointments of no more than ten (10) working days  
8 in cases of emergency.

9 (6) General Prohibitions

10 (i) Classified Service employees shall be  
11 selected without regard to political considerations, except  
12 that political belief or affiliation subversive to the laws  
13 of the State of Maryland and of the United States of America is  
14 disqualifying.

15 (ii) There shall be no discrimination against  
16 any person seeking employment or employed in the Classified  
17 Service because of any consideration of political or religious  
18 affiliation or belief, race, sex, marital status or national  
19 origin.

20 (iii) Prior conviction of a felony or crime  
21 involving loss of citizenship is disqualifying. Lesser crime  
22 may be reasons for disqualifying applicant for law enforcement.

23 (7) Interpretations

24 The Personnel Officer is authorized to make any  
25 necessary administrative interpretations concerning  
26 certification and appointment matters consistent with these  
27 regulations or County Ordinance subject to the review of the  
28 Personnel Advisory Board.

29 (e) Employee Performance Evaluation

1 Employee Performance Evaluation form based on a "satisfactory"  
2 or "unsatisfactory" rating.

3 (2) Performance Evaluation Confidential

4 All final performance evaluations shall become  
5 a permanent part of an employee's personnel record and shall  
6 be made available only to:

7 (i) The employee or his designated  
8 representative.

9 (ii) The employee's supervisor.

10 (iii) The supervisor who is considering  
11 employee for a position in his organization.

12 (iv) The Personnel Officer or his authorized  
13 representative.

14 (v) Members of the Personnel Advisory Board.

15 (vi) County Council members or their authorized  
16 representative.

17 (f) Separations

18 (1) Resignation

19 A resignation is voluntary act on the part of an  
20 employee. Normally an employee shall submit his resignation to  
21 his supervisor in writing at least fourteen (14) calendar days  
22 prior to the effective date.

23 (2) Reduction-in-Force

24 (i) Should it become necessary to reduce the  
25 working force due to the curtailment of funds or other causes,  
26 the following factors will determine the employees affected:  
27 total length of satisfactory service and current employee  
28 performance evaluation.

29 (ii) If a permanent employee is reached in

1 (iii) Employees affected by the reduction-in-force  
2 shall be notified in writing of proposed action at least thirty  
3 (30) days prior to the effective date of such action.

4 (iv) Prior to a reduction-in-force, the number  
5 of positions by job title shall be submitted to the Personnel  
6 Officer, who shall review and determine action to be taken  
7 subject to the approval of the County Council.

8 (3) Disability

9 A department head, who feels that an employee  
10 is not capable of performing his assigned duties, may request  
11 of the Personnel Officer that such employee be examined by a  
12 physician ~~by the AT County-~~ EXPENSE. If a disability of any kind  
13 is discovered which impairs the effectiveness of the employee or  
14 makes his continuance on the job a danger to himself or others,  
15 the following action shall be taken:

16 (i) If the disability is corrective, the  
17 employee shall be given a specified time to have it corrected.  
18 If he fails to take steps to have the disability corrected within  
19 the time specified by the examining physician, he shall be  
20 subject to disciplinary action.

21 (ii) If, in the opinion of the examining  
22 physician, after the employee's right\* for an examination by a  
23 second physician, the disability cannot be corrected, the  
24 Personnel Officer shall attempt to place the employee in another  
25 position more commensurate with his capabilities. If this  
26 cannot be accomplished, the Personnel Officer shall take action  
27 to separate or retire the employee.

28 (4) Loss of Special Job Requirements

29 An employee who is unable to perform his job

1 for reasons of misconduct, inefficiency, absence without  
2 permission or other serious causes.

3 (6) Retirement

4 No employee shall continue in service beyond  
5 age 70. At time of retirement twenty-five percent (25%) of all  
6 accumulated Sick Leave will be granted as separation pay and  
7 shall be paid at the hourly rate at the time of retirement.

8 (7) Death

9 When a permanent employee dies while in the  
10 Classified Service System of Harford County, there shall be paid  
11 to his designated beneficiary, all of the employee's  
12 accumulated Annual Leave. In addition, there shall be paid to  
13 said employee's spouse or legal dependent twenty-five percent  
14 (25%) of all accumulated Sick Leave, and four (4) weeks as  
15 severance pay. If there is no employee-designated beneficiary,  
16 the monies due for authorized Annual Leave only will be paid to  
17 the estate.

18 (g) Disciplinary Actions

19 (1) Suspension

20 (i) When in the judgement of the department  
21 head, an employee's work performance or conduct justifies  
22 disciplinary action short of dismissal or demotion, the employee  
23 may be suspended without pay and shall be given written notice  
24 stating the charges and duration of the suspension. (A copy of  
25 which shall be forwarded to the Personnel Officer of Harford  
26 County). An employee suspended for more than three (3) days  
27 may request a hearing before the Personnel Advisory Board.

28 (ii) An employee may be suspended pending  
29 dismissal, dismissed or demoted whenever in the judgment of the

1 written notification containing a statement of the substantial  
2 reasons for the action.

3 (2) Grounds for Misconduct Charges

4 (i) Imcompetency, incapacity or inefficiency in  
5 performance of duties.

6 (ii) Violation of law, official rules,  
7 regulations or orders or failure to obey any lawful or reasonable  
8 direction when such action amounts to insubordination or  
9 serious breach in discipline.

10 (iii) Conviction of a felony or a misdemeanor  
11 involving moral turpitude.

12 (iv) Willful or repeated negligence in performing  
13 duties and conduct unbecoming an employee of the County.

14 (v) Conduct subversive to the law of the  
15 County, State and Nation.

16 (vi) Sustained conduct detrimental to the  
17 efficiency and morale of the service.

18 (vii) Misuse of public funds or public property.

19 (viii) Falsifying reports or records.

20 (ix) Intoxication, drinking alcoholic beverages  
21 while on duty or reporting for duty under the influence of  
22 alcohol.

23 (x) Promoting or participating in a strike,  
24 work stoppage or slow down.

25 (xi) No County employee shall directly or  
26 indirectly use or seek to use his official position, authority  
27 or influence to control or modify the political action of any  
28 other person. Nor shall any employee, during duty hours, engage  
29 in any form of political activity.

(xiii) No County Officer or employee shall receive or be in any manner concerned with receiving any money or things of value from any other County employee for any political purpose.

(xiv) Outside business interests on the part of County personnel in commercial enterprises doing business with the County, ~~is~~ ARE prohibited, where such personnel are by virtue of their County employment in a position to influence the acceptance and consummation of such business or to provide significant information not generally made available to other similar commercial enterprises.

(xv) An employee shall not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he has official relationships on business of the County Government. These limitations are not intended to prohibit employee's acceptance of articles of negligible value which are distributed generally, nor to prohibit employees from accepting the social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions. It is particularly important that all County employees guard against relationships which may be construed as favoritism, coercion, unfair advantage or collusion.

### (3) Demotions

A department head may with the coordination of the Personnel Officer reduce the salary of an employee within the range provided in the Pay Plan or demote the employee for cause. A written statement of the reasons for any such action shall be furnished to the effected employee by his department

1 Advisory Board provided the hearing is requested in writing WITHIN  
2 five (5) days after the notice of the decision.

3 (4) Dismissals

4 (i) Dismissals are made for delinquency,  
5 misconduct, inefficiency or inability to perform the work of the  
6 position satisfactorily. All dismissals are made upon the  
7 recommendation of the department head to the Personnel Officer.  
8 No dismissal of a permanent employee shall take effect until a  
9 department head gives to such employee a written statement  
10 setting forth the reasons therefor and his appeal rights and  
11 files a copy of such statement with the Personnel Officer. An  
12 employee who has been dismissed shall be paid for his  
13 accumulated annual leave, there will be no compensation for  
14 accumulated sick leave, and he shall not have re-employment  
15 rights.

16 (ii) If work of probationary or temporary  
17 employee is found to be below standards satisfactory to the  
18 department head, the department head may recommend to the  
19 Personnel Officer dismissal, demotion or transfer of the  
20 probationary or temporary employee at any time during the  
21 probationary or temporary appointment. Such actions by the  
22 department head and Personnel Officer shall not be subject to  
23 appeal.

24 (5) Appeals

25 (i) The Personnel Advisory Board, as  
26 provided by the Harford County Charter, Section 607, shall hear  
27 all appeals from employees in the Classified Service, or appeals  
28 by any person who has taken or sought to take an examination,  
29 concerning any action of the Personnel Officer or the appointing

1 shall be filed within five (5) days of the action by the  
2 Personnel Officer or the appointing authority of the employee.

3 The hearing shall at the request of the aggrieved employee be  
4 public and the Board shall schedule any hearing requested within  
5 thirty (30) days following receipt of the employee's request.

6 The Personnel Advisory Board may compel, upon the request of any  
7 party to the hearing, by subpoena, the attendance of any County  
8 employee or the production of any documents or records. After  
9 a hearing before the Personnel Advisory Board, the Board may  
10 issue orders as it finds proper by the facts presented in the  
11 case. All data pertinent to the decision shall be subject to the  
12 scrutiny of the aggrieved employee or his attorney.

13 (iii) In case of any appeal to the Personnel  
14 Advisory Board, its decision shall be final on all parties  
15 concerned.

16 (h) Employee Relations

17 (1) Definition of Grievance

18 (i) Grievances shall be defined as any cause of  
19 dispute arising between an employee and the County over the  
20 interpretation or application of personnel rules or regulations.

21 (ii) Any employee or group of employees who  
22 present a grievance can do so with freedom from coercion,  
23 reprisal or discrimination and with representation.

24 (iii) This grievance procedure, in no way,  
25 affects any classified service action which the employee may  
26 decide to use.

27 (2) Procedure for Presentation of Grievances

28 (i) The employee shall first discuss his  
29 grievance with his immediate supervisor.



1 resolved at this state, the employee may refer his grievance  
2 through departmental channels to the Personnel Officer. This  
3 entire process will take place within thirty (30) days after  
4 receipt of the grievance by the immediate supervisor. The  
5 Personnel Officer shall review the grievance and advise the  
6 employee of his decision. The employee may appeal any decision  
7 of the Personnel Officer to the Personnel Advisory Board as  
8 provided for in subsection (g) (5).

9 (3) Work Hour Adjustments - Lateness

10 (i) Foremen are authorized to excuse any  
11 lateness up to three (3) minutes by initialing the time card.

12 (ii) Foremen are authorized to excuse any  
13 lateness from three (3) minutes to fifteen (15) minutes by  
14 providing the justification in writing to the payroll section  
15 of their department.

16 (iii) For anticipated lateness beyond fifteen  
17 (15) minutes, employees must call in and prior to the end of the  
18 work day must fill out a leave slip for the amount of time lost.

19 (iv) Under no circumstances will anyone change  
20 or alter the foreman's decision without consulting the individual  
21 or individuals and foreman involved.

22 (4) Returning to Shop (Normal Work Day)

23 (i) Foreman will schedule their work in order  
24 that all vehicles return to their work location no earlier  
25 than 3:15 p.m. and no later than 3:20 p.m.

26 (ii) If there appears to be a delay which will  
27 cause an undue hazard to the employees or the public in order  
28 to return to the center before 3:20 p.m., the foreman, assistant  
29 foreman, or acting foreman, shall call the appropriate numbers as

1 Approved overtime shall be paid in fifteen  
2 (15) minute intervals.

3 (i) Records and Reports

4 (1) Personnel Transactions

5 All official personnel actions will be made  
6 on authorized forms as prescribed by the Personnel Officer. Copies  
7 of official personnel actions shall be included in employee's  
8 personnel record. All personnel records will not be subject  
9 to inspection except to employees and persons authorized whether  
10 by the employee or the Personnel Officer or the County Council.

11 (2) Reports

12 The Personnel Officer shall submit an activity  
13 report to the Personnel Advisory Board at least annually and at  
14 such other times as the Board shall designate. Copies of these  
15 reports may be submitted to other interested operating officials  
16 if they so request.

17 (3) Attendance Records

18 Time reports will be submitted by immediate  
19 supervisors and approved by the department head to the Personnel  
20 Officer.

21 (4) Review of Payroll Records

22 On a periodic basis, the Personnel Officer shall  
23 review payroll IBM print outs and other information necessary  
24 to examine names, salaries, and other data to ascertain that  
25 all employees listed have been duly appointed and data shown is  
26 accurate.

27 (5) Employee Files

28 The Personnel Officer shall compile and maintain  
29 a complete file on each employee.

1 8:30 a.m. and close at 4:30 p.m. One (1) hour will be granted  
2 for lunch.

3 (ii) All employees on the hourly pay plan,  
4 Central Alarm, Detention Center, and the Sheriff's Department,  
5 will work a forty (40) hour week.

6 (iii) Any department requiring twenty-four (24)  
7 hour per day operation may schedule shifts for its employees as  
8 required.

9 (iv) Department of Public Works: Inspectors  
10 shall be required to work the same hours as contractors.

11 (2) Attendance

12 (i) Each employee has an obligation and is ex-  
13 pected to report for duty in a fit condition to fully perform  
14 his duties; and report at the time and place scheduled.

15 (ii) Each department head shall be responsible  
16 for the attendance or authorized absence of each of his  
17 employees.

18 (3) Holidays

19 (i) The following days are designated as  
20 regular holidays and employees excused from duty shall receive  
21 their full rate of pay with no charge to leave:

22 New Years Day	January 1
23 Washington's Birthday	Third Monday in February
24 Maryland Day	March 25
25 Memorial Day	Last Monday in May
26 Independence Day	July 4
27 Labor Day	First Monday in <del>October</del> <u>SEPTEMBER</u>
28 Columbus Day	Second Monday in October
29 Veterans Day	Fourth Monday in October

1 Two (2) personal leave days per year.

2 (4) Annual Leave

3 (i) Annual Leave will be requested and approved  
4 in advance. If, due to unusual circumstances, it is not possible  
5 to obtain prior approval for such absence, a request may be  
6 submitted after-the-fact for department head approval. If a  
7 department head does not approve such request, he shall so  
8 inform the employee and record it as absent without pay and  
9 so notify the Personnel Officer.

10 (ii) Annual leave shall not be granted nor  
11 used during employment probationary period. Any necessary absence  
12 during the probationary period will be charged as leave without  
13 pay.

14 (iii) Accrual rate

15 All regular full time employees shall  
16 accrue annual leave on the following basis:

17 ~~3 months~~ 1 MONTH to four years 1 day/month - 12 days/year

18 4 years to 10 years 1½ days/month - 15 days/year

19 Over 10 years 1 3/4 days/month - 21 days/year

20 (iv) Maximum Accumulation - a total of thirty  
21 (30) days annual leave is the maximum that may be carried over  
22 from one (1) calendar year to the next.

23 (v) Payment for unused annual leave - when an  
24 employee is separated from or otherwise leaves the County  
25 service, he shall be paid in a lump sum for such leave, not to  
26 exceed fifty-one (51) days.

27 (vi) Temporary employees - annual leave shall  
28 not be granted temporary employees, nor shall they accrue or  
29 accumulate such leave.

1 of 1 $\frac{1}{4}$  days for each full month of creditable service.

2 (ii) Maximum accumulation - there shall be no  
3 limit on the amount of sick leave credits that can be  
4 accumulated.

5 (iii) Sick leave usage - sick leave will be  
6 available only in the following instances:

7 Actual illness or disability of the  
8 employee.

9 Necessary medical, dental or optical  
10 examination and/or treatment.

11 Normally such absences will be requested  
12 and approved in advance and will not exceed one(1) day.

13 Confinement to home because of quarantine, as determined by  
14 authorized medical authority.

15 (iv) Requests for sick leave - if an employee  
16 is unable to report for duty because of illness, he shall notify  
17 his department head as soon as possible; but not later than  
18 two (2) hours after the time he was to report for duty. Any  
19 exception to this rule must be approved by the department head.  
20 Failure to comply with this requirement may result in a loss of  
21 pay for time off.

22 (v) Normally an employee's personal  
23 certification will be accepted for an absence of three (3) days  
24 or less. If a department head has reason to believe that sick  
25 leave privileges are being abused, he may require the employee  
26 to furnish a medical certificate for any period of sick leave.  
27 However, such request must be furnished the employee in writing.

28 (6) Maternity Leave

29 (i) Classified employees may use accrued sick

1 supervisor and the Personnel Officer as soon as possible after  
2 the termination of the pregnancy, a written certification from  
3 the attending physician specifying when the employee will be  
4 physically able to return to work.

5 (ii) Employees may continue to work for as  
6 long as they are physically able before the date of delivery,  
7 provided a written certification from the attending physician  
8 stating that continued employment would not be injurious to the  
9 employee's condition is submitted to and approved by her  
10 supervisor and the Personnel Officer. The employee may also  
11 return to work as soon as physically able following the  
12 termination of pregnancy. This determination will be made by the  
13 attending physician. All employee returning from maternity  
14 leave are required to submit to and have approved by the  
15 Personnel Officer a certification of ability to return to work  
16 from their attending physician.

17 (iii) Employees may take up a total of  
18 six (6) months leave without pay after the exhaustion of  
19 accrued sick leave, if they do not wish to return to work as soon  
20 as physically able. If an employee does not use all accrued  
21 sick leave while temporarily disabled due to maternity reasons,  
22 all unused sick leave will be credited upon returning to work.

23 (iv) Employees may be reinstated to their  
24 former position if it is vacant, or placed on a certification list  
25 for a comparable position whenever a vacancy may exist,  
26 provided the employee indicates a desire to return to work at  
27 the end of six-(6) months maternity leave or sooner.

28 (v) (iv) Anytime circumstances occur in a maternity  
29 illness which are different from or do not conform in exact

1                   ~~(vi)~~ (v) During employee's leave her vacancy  
2 becomes an "obligated position", and shall be reserved for  
3 employee until her return to duty or resignation. If a  
4 replacement is required, such replacement will be hired on a  
5 temporary appointment not to exceed the period of leave. When  
6 employee on leave is ready to return to duty from maternity  
7 leave, she shall notify the Personnel Officer in writing of  
8 this fact and indicate the date of return. She shall submit  
9 this notice at least fifteen (15) days in advance of return  
10 date. Such notice shall include a medical certificate indicating  
11 ability to return to duty and date. The person occupying the  
12 position on a temporary basis shall be notified, in writing, of  
13 the termination of her temporary appointment. Such notice to  
14 temporary employee shall be issued so that employee will have at  
15 least seven (7) calendar days notice of separation. If for  
16 any reasons employee does not intend to return to duty, her  
17 notice will be considered as a resignation and be treated as such.

18                   (7) Excused Absence

19                   Each department head shall have the authority  
20 to grant excused absence for a period of time not to exceed  
21 one (1) hour in any one (1) day. Such absence may be charged  
22 to occasional periods of tardiness or absence during normal  
23 duty hours. Excessive tardiness or any unapproved absence from  
24 duty may subject employee to disciplinary action.

25                   (8) Military Leave

26                   (i) A permanent employee who leaves the County  
27 service to enter the Armed Forces of the United States, or IS IN  
28 emergencies called by the Governor, shall be placed on military  
29 leave without pay. Such leave shall extend through ninety (90)

1 makes application within ninety (90) days after Honorable  
2 Discharge and is physically and mentally capable of performing  
3 the duties of his position.

4 (ii) Any employee who is a member of the United  
5 States Military Reserve or a National Guard Unit and is required  
6 to engage in annual training exercises will be granted a  
7 leave of absence with pay for a period not to exceed a total  
8 of three (3) weeks in one (1) calendar year. If any members of  
9 the National Guard are ordered to active duty under authority  
10 of the Governor, they shall be entitled to leave of absence with  
11 pay for such time while actually serving under active duty orders,  
12 in addition to the three (3) week period specified above.  
13 Military leave will not be deducted from other leave earned by  
14 the employee.

15 (iii) Sick leave accrual will be retained in the  
16 employee's credit for his use when he is re-employed. However,  
17 sick leave will not accumulate while on military leave.

18 (iv) Any request for deferment shall be made  
19 only by the Personnel Officer.

20 (9) Civil Leave

21 An employee may be granted civil leave and  
22 excused from duty, with pay, in the following circumstances:

23 (i) When selected to serve on Jury duty.

24 (ii) When subpoenaed to appear before a Court,  
25 public body, or Commission, in connection with County business.

26 (iii) When performing emergency civilian duty  
27 in connection with the National, State or Local security.

28 (iv) Any employee called for Jury duty will be  
29 reimbursed the difference between payments received as a juror



1 the County.

2 (10) Educational Leave

3 A full time permanent employee may be granted  
4 educational leave, with pay, for the purpose of taking courses  
5 directly relating to his work as determined by the appropriate  
6 department head, and approved by the Personnel Officer.

7 (11) Disability Leave

8 An employee who is injured on the job shall  
9 be reimbursed the difference between payments received under the  
10 State's Workmen's Compensation Act and his regular salary as  
11 follows:

12 (i) One (1) day to twelve (12) months - one  
13 (1) week's pay. ~~for~~ FOR any length of service thereafter, the  
14 employee shall be granted a week's pay for each year of service.  
15 A year shall be determined as any length of service from one (1)  
16 day to three hundred sixty-five (365) days. At the expiration of  
17 the benefits shown, the employees may elect to use his accumulated  
18 sick and/or annual leave. Any benefits paid as prescribed above  
19 will be the difference between the payments received under the  
20 State's Workmen's Compensation Act and his regular salary. When  
21 the employee elects to use his accumulated leave, the same  
22 adjustment will be made on monetary value of accumulated leave  
23 (number of days times the hourly rate) until such time as this  
24 money is exhausted; then employee will receive only benefits  
25 prescribed by the Workmen's Compensation Act.

26 (ii) A Deputy Sheriff injured on or off duty,  
27 when performing an act to comply with his oath of office,  
28 where there is no proof of negligence or misconduct, shall be  
29 afforded indefinite pay treatment of differential between his

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(iii) The Sheriff of Harford County or his designated representative shall decide on the eligibility of an injured deputy to qualify for disability payments under this section.

(12) Leave Without Pay

(i) A department head, with the approval of the Personnel Officer, may grant a permanent employee a leave of absence without pay for a period not to exceed one (1) year. The approval and grant of such leave of absence without pay shall be based on the fact that there is a reasonable assurance that the employee will return to duty and that such absence will be of benefit to the employee and to the County.

(ii) Failure of employee to return to duty from leave of absence without pay shall be construed as a resignation effective on the last day of approved leave of absence.

(13) Funeral Leave

(i) Permission for funeral leave or conditions caused by death in the immediate family for a maximum period of three (3) work days with pay shall be granted at the discretion of his or her superior. One (1) day extra will be permitted for travel out of State after the date of burial except when the burial occurs on a Friday or Saturday.

(ii) The immediate family is considered to be spouse, father, mother, sister, brother, child or grandparent of the employee and family of spouse in these relationships.

Section 2. And Be It Further Enacted, that this Act is hereby declared to be an emergency measure for the health, safety and general welfare of the classified employees of

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BY THE COUNCIL

Read the third time.

Passed LSD 73-34--NOVEMBER 13, 1973 (With Amendments)~~XXXXXX XXXXXX~~

By order

Amogene B. Johnston, Secretary

Sealed with the County Seal and presented to the County Executive for his  
 approval this 14TH day of NOVEMBER, 1973 at  
1:00 o'clock P.M.

Amogene B. Johnston, Secretary

BY THE EXECUTIVE

APPROVED:

Charles B. Anderson, Jr.  
 Charles B. Anderson, Jr., County Executive

Date: November 28, 1973

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the